

# GRANTS.GOV ONLINE APPLICATION

## BASIC PROCEDURES



*As presented by B-WET Hawai'i for the purpose of Grant Application and Writing Workshops*

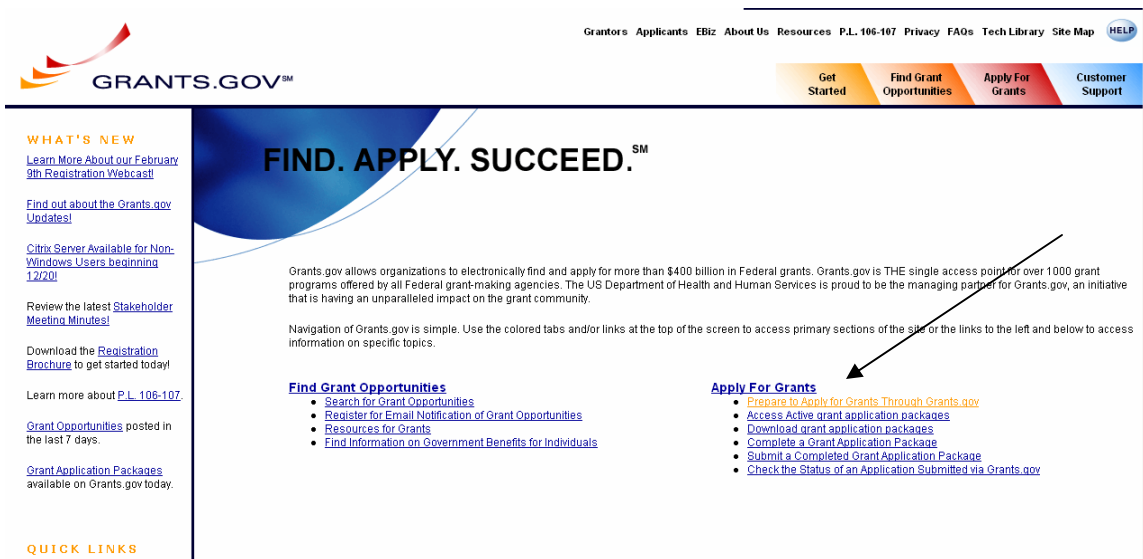
*Spring 2006 edition*

# HOMEPAGE OF [www.Grants.gov](http://www.Grants.gov)

- Begin here to search for Federal Grants and Register user's organization.
- Feel free to navigate through the different links to get information about federal grants and the online application process.

Additional assistance: [www.Grants.gov](http://www.Grants.gov) Contact Center Phone Number: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Standard Time. Or click on the Customer Support Tab at the top.

# REGISTER USER OR ORGANIZATION BEFORE APPLYING



- From the homepage, under the Apply For Grants section, click on the “Prepare to Apply for Grants Through Grants.gov”. User’s organization must be registered for online application to be processed.
- **NOTE: Estimated time for completed and approved registration is 2 – 3 weeks. While waiting for registration confirmation users may begin a grant search.**

Additional assistance: [www.Grants.gov](http://www.Grants.gov) Contact Center Phone Number: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Standard Time. Or click on the Customer Support Tab at the top.

# WHERE AND HOW TO REGISTER

The screenshot shows the Grants.gov website. At the top, there is a navigation bar with links: Grants, Applicants, EBiz, About Us, Resources, P.L. 106-107, Privacy, FAQs, Tech Library, Site Map, and HELP. Below this is a secondary navigation bar with tabs: Get Started, Find Grant Opportunities, Apply For Grants, and Customer Support. The main content area is titled 'GET started' and contains the following sections:

- SELECT A ROLE**
  - For EBiz POCs
  - For AORs
  - For Individuals
  - For Grant Researchers
- QUICK LINKS**

Access the most requested information and features.

Select A Topic
- REGISTRATION TOOLS**
  - Request a DUNS Number
  - Search CCR for your EBiz POC
  - Update Renew your CCR Status
  - Install PureEdge on a Macintosh
- REGISTRATION CHECKLISTS**
  - For Organizations
  - For EBiz POCs
  - For AORs
  - For Individuals
  - Central Contractor Registry
- RESOURCES**
  - Posted Grant Opportunities within last 7 days
  - Available Grant Application Packages

The main content area is divided into four columns:

- Find Grant Opportunities**

Start your search for Federal government-wide grant opportunities and register to receive automatic email notifications of new grant opportunities as they are posted to the site by clicking the [Find Grant Opportunities](#) tab at the top of the page.

  - Search for Grant Opportunities
  - Grant Opportunity Subscription Services
- Register to Submit Applications**

You must register to create a Grants.gov account and receive approval from your organization to submit applications. This also provides you with the ability to [track your application status](#).

  - Register your Organization
  - Register yourself as an AOR
  - Get Authorized as an AOR by your Organization
- Apply for Grants**

Once you have located a grant opportunity for which you wish to apply, check to see if it is available to apply online through Grants.gov. You will need to enter the Funding Opportunity and/or CFDA number to access the application package and instructions. In order to view application packages and instructions, you will also need to download and install the [PureEdge Viewer](#).

  - Download PureEdge Viewer [Required]
  - Download an Application Package
  - Complete an Application Package
  - Submit an Application Package
- Explore Grant Resources**

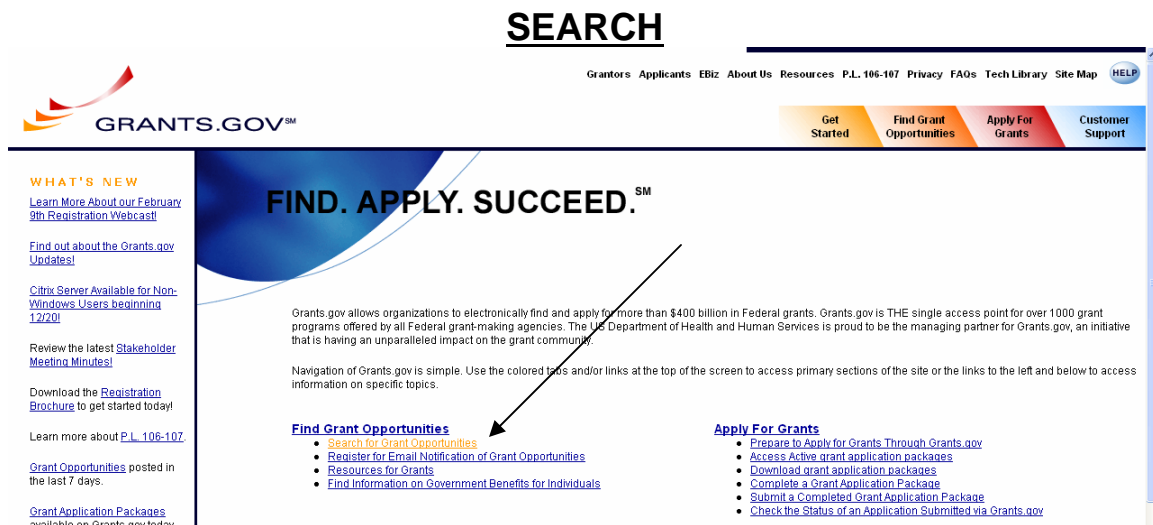
The following links provide additional resources to help you write, prepare, and/or search for grant applications. For additional sources of assistance, access the [Customer Support](#) tab at the top, or the [Help](#) button in the upper right corner of the screen.

  - Sign-up to receive the Succeed Newsletter
  - Learn how to work with Grants.gov
  - Resources for searching Grants.gov
  - Learn about Grants.gov

Following is a list of **Required Actions** necessary to complete prior to submitting applications online. Follow directions in the “Register to Submit Applications” Section.

- (1) \*\*Organization needs to identify its **DUNS Number** before it can register for the CCR: DUNS Assistance (1-866-705-5711) or [http://www.dnb.com/US/duns\\_update/](http://www.dnb.com/US/duns_update/)
  - (2) Register organization with the Central Contractor Registry (CCR) (1-888-227-2423) or <http://www.grants.gov/CCRRegister>
  - (3) Designate an E-Biz Point of Contact (POC) and a MPIN in the organization's CCR profile
  - (4) Register with the Credential Provider to receive a username and password <https://apply.grants.gov/OrcRegister>
  - (5) E-Biz POC registers an Authorized Official Representative (AOR) at Grants.gov <https://apply.grants.gov/OrcRegister>
- **NOTE: Estimated time for completed and approved registration is 2 – 3 weeks. While waiting for registration confirmation users may begin a grant search.**

Additional assistance: [www.Grants.gov](http://www.Grants.gov) Contact Center Phone Number: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Standard Time. Or click on the Customer Support Tab at the top.



- Go to homepage/main menu to conduct a search for the B-WET Hawai'i Grant

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## SEARCH CONTINUED

GRANTS.GOV<sup>SM</sup>

Home > Find Grant Opportunities > Search Grant Opportunities

### Search Grant Opportunities

Basic Search | Browse by Category | Browse by Agency | Advanced Search

To perform a **basic search** for a grant, complete the "Keyword Search", the "Search by Funding Opportunity Number", OR the "Search by CFDA Number" field; and then click the "Search" button below.

Access [Search Tips](#) for helpful search strategies, or click the [Help](#) button in the upper right corner to get help with this screen.

**Keyword Search:**

**Search by Funding Opportunity Number:**

**Search by CFDA Number:**

**FIND**  
[Search Grant Opportunities](#)  
[Grant Opportunity Subscription Services](#)

**QUICK LINKS**  
Access the most requested information and features.  
Select A Topic

**RESOURCES**  
[Posted Grant Opportunities within last 7 days](#)  
[Available Grant Application Packages](#)  
[Types of Grants](#)  
[Grant Making Agencies](#)  
[Additional Grant Resources](#)  
[Download Active Grants in XML Format](#)

[Adobe Reader](#)  
[Word Viewer](#)

- Choice of 3 different search criteria, any one of these options will work:
  - ❖ Keyword Search: Bay Watershed Education and Training OR
  - ❖ Search by Funding Opportunity Number: Contact B-WET Hawaii Coordinator (number changes every fiscal year) OR
  - ❖ Search by CFDA Number: 11.473
- NOTE: This online system is set up to recognize Hawaii. System is not set up to recognize hawaii or Hawai'i.

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## FIND “B-WET HAWAII” FOR CURRENT FISCAL YEAR

The screenshot shows the Grants.gov website interface. At the top, there's a navigation bar with links like 'Grants', 'Applicants', 'EBiz', 'About Us', 'Resources', 'P.L. 106-107', 'Privacy', 'FAQs', 'Tech Library', 'Site Map', and 'HELP'. Below this is a secondary navigation bar with 'Get Started', 'Find Grant Opportunities', 'Apply For Grants', and 'Customer Support'. The main content area is titled 'Search Results' and shows a list of grant opportunities. The table has columns for 'Close Date', 'Opportunity Title', 'Agency', and 'Funding Number'. The search results are sorted by 'Relevance, Descending' and show results 1-20 of 381. The first result is 'Chesapeake Bay Watershed Education & Training (B-WET) Program' with funding number 11457BWET-CB063004. The second result is 'FY 2006 Chesapeake Bay Watershed Education & Training Program' with funding number NMFS-CBPO-2006-2000265. The third result is 'FY2005 SAV' with funding number NMFS-CBPO-2005-2000157. The fourth result is 'FY06 Monterey Bay Watershed Education and Training Program' with funding number NOS-NMS-2006-2000343. The fifth result is 'Bay Watershed Education & Training (B-WET) Program, Monterey Bay Watershed' with funding number 11429BWETCA063004. The sixth result is 'Bay Watershed Education & Training (B-WET) Program, Monterey Bay Watershed' with funding number 11429-NOS-RWRGPM-2-12-04. The seventh result is 'Bay Watershed Education and Training (B-WET) Program, Hawaii' with funding number NOS-CSC-2006-2000361. The eighth result is 'Bay Watershed Education & Training (B-WET) Program, Hawaiian Islands' with funding number 11473BWETHI063004. The ninth result is 'Bay Watershed Education & Training (B-WET) Program, Hawaiian Islands' with funding number 11473-NOS-02-12-04-HI. The tenth result is 'FY06 Bay Watershed Education and Training Program, San Francisco and Santa Barbara' with funding number NOS-NMS-2006-2000460. The eleventh result is 'Chesapeake Bay Integrated Research Program - Fisheries' with funding number NMFS-CBPO-2005-2000071. The twelfth result is 'Integrated Research, Education, and Extension Competitive Grants Program-National Integrated Water Quality Program-Conservation Effects Assessment Project (CEAP)' with funding number CSREES and USDA-GRANTS-012705-003. The thirteenth result is 'Integrated Research, Education, and Extension Competitive Grants Program-National Integrated Water Quality Program-Conservation Effects Assessment Project (CEAP)' with funding number CSREES and USDA-GRANTS-020306-002. The fourteenth result is 'Submerged Aquatic Vegetation Non-native Oyster Research in Chesapeake Bay' with funding number 11457-NMF-06-03-2004. The fifteenth result is 'FY2005 Non-native oyster' with funding number NMFS-CBPO-2005-2000156. The sixteenth result is 'FY2005 AMREP' with funding number NMFS-CBPO-2005-2000158.

Close Date	Opportunity Title	Agency	Funding Number
	<a href="#">Chesapeake Bay Watershed Education &amp; Training (B-WET) Program</a>	National Oceanic and Atmospheric Administration	11457BWET-CB063004
	<a href="#">FY 2006 Chesapeake Bay Watershed Education &amp; Training Program</a>	National Oceanic and Atmospheric Administration	NMFS-CBPO-2006-2000265
	<a href="#">FY2005 SAV</a>	National Oceanic and Atmospheric Administration	NMFS-CBPO-2005-2000157
	<a href="#">FY06 Monterey Bay Watershed Education and Training Program</a>	National Oceanic and Atmospheric Administration	NOS-NMS-2006-2000343
	<a href="#">Bay Watershed Education &amp; Training (B-WET) Program, Monterey Bay Watershed</a>	National Oceanic and Atmospheric Administration	11429BWETCA063004
	<a href="#">Bay Watershed Education &amp; Training (B-WET) Program, Monterey Bay Watershed</a>	National Oceanic and Atmospheric Administration	11429-NOS-RWRGPM-2-12-04
	<a href="#">Bay Watershed Education and Training (B-WET) Program, Hawaii</a>	National Oceanic and Atmospheric Administration	NOS-CSC-2006-2000361
	<a href="#">Bay Watershed Education &amp; Training (B-WET) Program, Hawaiian Islands</a>	National Oceanic and Atmospheric Administration	11473BWETHI063004
	<a href="#">Bay Watershed Education &amp; Training (B-WET) Program, Hawaiian Islands</a>	National Oceanic and Atmospheric Administration	11473-NOS-02-12-04-HI
02/21/2006	<a href="#">FY06 Bay Watershed Education and Training Program, San Francisco and Santa Barbara</a>	National Oceanic and Atmospheric Administration	NOS-NMS-2006-2000460
	<a href="#">Chesapeake Bay Integrated Research Program - Fisheries</a>	National Oceanic and Atmospheric Administration	NMFS-CBPO-2005-2000071
03/29/2005	<a href="#">Integrated Research, Education, and Extension Competitive Grants Program-National Integrated Water Quality Program-Conservation Effects Assessment Project (CEAP)</a>	CSREES	USDA-GRANTS-012705-003
04/11/2006	<a href="#">Integrated Research, Education, and Extension Competitive Grants Program-National Integrated Water Quality Program-Conservation Effects Assessment Project (CEAP)</a>	CSREES	USDA-GRANTS-020306-002
	<a href="#">Submerged Aquatic Vegetation Non-native Oyster Research in Chesapeake Bay</a>	National Oceanic and Atmospheric Administration	11457-NMF-06-03-2004
	<a href="#">FY2005 Non-native oyster</a>	National Oceanic and Atmospheric Administration	NMFS-CBPO-2005-2000156
	<a href="#">FY2005 AMREP</a>	National Oceanic and Atmospheric Administration	NMFS-CBPO-2005-2000158

- Check date for most current fiscal year Full Funding Announcement

Additional assistance: [www.Grants.gov](http://www.Grants.gov) Contact Center Phone Number: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Standard Time. Or click on the Customer Support Tab at the top.

# ANNOUNCEMENT

The screenshot shows the Grants.gov website interface. At the top, there are navigation tabs: "Get Started", "Find Grant Opportunities", "Apply For Grants", and "Customer Support". Below these, a breadcrumb trail reads: "Home > Find Grant Opportunities > Search Grant Opportunities > Search Results > Synopsis". The main heading is "Bay Watershed Education and Training (B-WET) Program, Hawaii". Below this, there are three tabs: "Synopsis" (selected), "Full Announcement", and "How to Apply". The "Synopsis" tab contains the following text:

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **07/01/2005**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

*Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.*

Document Type:	Grants Notice
Funding Opportunity Number:	NOS-CSC-2006-2000361
Posted Date:	Jul 01, 2005
Original Closing Date for Applications:	For applications submitted through Grants.gov APPLY, a date and time receipt indication is included and will be the basis of determining timeliness. Hard copy proposals will be date and time stamped when they are received in the program office. Proposals must be time stamped by Grants.gov or received by the Pacific Services Center no later than 5:00 p.m. Hawaii Standard Time on October 14, 2005. Proposals will not be accepted before August 15, 2005
Current Closing Date for Applications:	For applications submitted through Grants.gov APPLY, a date and time receipt indication is included and will be the basis of determining timeliness. Hard copy proposals will be date and time stamped when they are received in the program office. Proposals must be time stamped by Grants.gov or received by the Pacific Services Center no later than 5:00 p.m. Hawaii Standard Time on October 14, 2005. Proposals will not be accepted before August 15, 2005
Archive Date:	
Funding Instrument Type:	Cooperative Agreement Grant
Category of Funding Activity:	Environment Natural Resources Science and Technology and other Research and Development
Expected Number of Awards:	20
Estimated Total Program Funding:	\$1,000,000
Award Ceiling:	\$100,000
Award Floor:	\$10,000
CFDA Number:	11.473 -- Coastal Services Center
Cost Sharing or Matching Requirement:	No

- Read announcement to ensure most current fiscal year application date
- Check that the Grant is for the B-WET Hawaii regional area (B-WET is in Chesapeake Bay, Monterey Bay, San Francisco and Santa Barbara)
- When ready, click on “How to Apply” button

Additional assistance: [www.Grants.gov](http://www.Grants.gov) Contact Center Phone Number: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Standard Time. Or click on the Customer Support Tab at the top.



# READ AND FOLLOW DIRECTIONS

The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with links: Grants, Applicants, EBiz, About Us, Resources, P.L. 106-107, Privacy, FAQs, Tech Library, Site Map, and HELP. Below this is a secondary navigation bar with tabs: Get Started, Post Opportunities, Publish Applications, and Customer Support. The main content area is titled 'Selected Grant Applications for Download' and includes instructions for downloading application packages. A table lists available applications with columns for CFDA, Opportunity Number, Competition ID, Competition Title, Agency, and Instructions and Application. The left sidebar contains navigation links under 'APPLY', 'QUICK LINKS', and 'TIPS AND TOOLS'.

- Read thoroughly and follow directions
- Side bar on the left provides guidelines and helpful hints to navigate through the application process.
- \*\*Non Windows Users and MAC users, please see next page for additional assistance. (Reference page 10 of this handout)

Additional assistance: [www.Grants.gov](http://www.Grants.gov) Contact Center Phone Number: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Standard Time. Or click on the Customer Support Tab at the top.

## Non-Windows Users and MAC patch

Address: <http://www.grants.gov/MacSupport>

Grants.gov

Grants.gov recognizes that support to users of Non-Windows operating systems and the PureEdge Viewer is often required across a distinct segment of the grant applicant community. Although at this time, the PureEdge Viewer is only available for Windows based installs, Grants.gov offers support for Non-Windows platforms.

Grants.gov is working with PureEdge in the development of a Non-Windows compatible viewer. PureEdge has committed to providing a platform independent viewer by November 2006. Information related to the Non-Windows compatible viewer will be posted to this webpage. Please bookmark this page and return at your convenience for more details.

**Non-Windows User PureEdge Support:**

[Frequent Questions from Non-Windows Users](#)  
[Free Citrix Server/Client Application Access](#)

**Citrix Server Available for Non-Windows Users beginning 12/20.**

As a part of our ongoing commitment to releasing new features and site enhancements, Grants.gov is proud to partner with NIH (National Institutes of Health) to launch Citrix server availability for all users.

Beginning December 20, 2005, non-Windows users will be able to download and complete the PureEdge forms by taking advantage of the free Citrix server. Non-Windows users are also able to submit completed grant applications via the Citrix environment. Instructions are provided below on how to use the Citrix server functionality.

[Citrix Client Start-Up Guide](#)  
[Citrix ICA File](#)

To take full advantage of Grants.gov features — including Citrix server availability — don't forget to complete the Grants.gov [registration process](#). It's required for submission.

To download Citrix, please visit: <http://citrix.com/English/SS/downloads/downloads.asp?dID=2755>

For further technical assistance, please contact the Grants.gov customer support center at [support@grants.gov](mailto:support@grants.gov)

**Mac User PureEdge Support:**

Although, the information below is specific to Mac users, it can be utilized to help Linux, Unix, GNU, and other Non-Windows users.

[PureEdge Support for Macintosh](#)  
[Install PureEdge on a Macintosh](#)

- Applicants who have encountered "Mac user" problems: [www.Grants.gov](http://www.Grants.gov) has implemented a no cost solution which no longer requires the purchase of software. (dated December 2005)
- Here is the link to the [www.Grants.gov](http://www.Grants.gov) web site that describes the new solution available for MAC users, <http://www.grants.gov/MacSupport>

Additional assistance: [www.Grants.gov](http://www.Grants.gov) Contact Center Phone Number: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Standard Time. Or click on the Customer Support Tab at the top.

## Click on Download Application

- After users have installed the PureEdge software, from the “Select Grant Applications for Download” page, click on download. (Reference page 9 of this handout)
- OR from the Grants.gov “Homepage”, select “Download Grant Application Package.” (Reference page 2 of this handout)

GRANTS.GOV<sup>SM</sup>

Grants.gov Navigation: Grants Applicants EBiz About Us Resources P.L. 106-107 Privacy FAQs Tech Library Site Map

Get Started Post Opportunities Publish Applications Customer Support

### Download Opportunity Instructions and Application

You have chosen to download the instructions and application for the following opportunity:

**CFDA Number:** 11.429: Marine Sanctuary Program  
**Opportunity Number:** NOS-NMS-2006-2000460: FY06 Bay Watershed Education and Training Program, San Francisco and Santa Barbara  
**Competition ID:** 2019924  
**Competition Title:** FY06 Bay Watershed Education and Training Program, San Francisco and Santa Barbara  
**Agency:** National Oceanic and Atmospheric Administration  
**Opening Date:** 12/23/2005  
**Closing Date:** 02/21/2006

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. [Download Application Instructions](#)
2. [Download Application Package](#)

- (Example of the B-WET San Francisco and Santa Barbara Application shown here)
- Please see previous 2 slides to ensure the PureEdge Viewer software has been downloaded to view access and download application Information (Reference page 9 and 10 of this handout, either as a Windows user OR as a Non-Windows user such as MAC)
- Pressing **Download Application Instructions** links to the B-WET Grant Full Funding Announcement
- Pressing **Download Application Package** links to the online application form.

Additional assistance: [www.Grants.gov](http://www.Grants.gov) Contact Center Phone Number: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Standard Time. Or click on the Customer Support Tab at the top.

# EXAMPLE OF ONLINE GRANT APPLICATION PACKAGE

**GRANTS.GOV** Grant Application Package

Opportunity Title: FY06 Bay Watershed Education and Training Program, S  
 Offering Agency: National Oceanic and Atmospheric Administration  
 CFDA Number: 11.429  
 CFDA Description: Marine Sanctuary Program  
 Opportunity Number: NOS-NMS-2006-2000460  
 Competition ID: 2019624  
 Opportunity Open Date: 12/23/2005  
 Opportunity Close Date: 02/21/2006  
 Agency Contact: Steve Drescher  
 Policy Advisor  
 E-mail: steve.j.drescher@noaa.gov

☐ I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

\* Application Filing Name: [Yellow highlighted field]

**Mandatory Documents**

Application for Federal Assistance (SF-424)  
 Project Narrative Attachment Form  
 CD511 Form  
 Budget Narrative Attachment Form  
 Budget Information for Non-Construction Programs (SF-424A)  
 Assurances for Non-Construction Programs (SF-424B)

**Mandatory Completed Documents for Submission**

**Optional Documents**

Other Attachments Form  
 Disclosure of Lobbying Activities (SF-LLL)

**Optional Completed Documents for Submission**

**Instructions**

- Enter a name for the application in the Application Filing Name field.
  - This application can be completed in its entirety online; however, you will need to login to the Grants.gov website during the submission.
  - You can save your application at any time by clicking the "Save" button at the top of your screen.
  - The "Submit" button will not be functional until the application is complete and saved.
- Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.
  - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate fields in other mandatory and optional forms and the user cannot enter data in these fields.
  - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
  - To open an item, simply click on it to select the item and then click on the "Open" button. When you have completed a form or document, click the form/document name to select it, and then click the "=>" button. This will move the form/document to the "Completed Documents" box.
  - To remove a form/document from the "Completed Documents" box, click the form/document name to select it, and then click the "<=" button. This will move the form/document to the "Mandatory Documents" or "Optional Documents" box.
  - To remove a form/document from the "Completed Documents" box, click the form/document name to select it, and then click the "<=" button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
- When you open a required form, the fields which must be completed are highlighted in yellow. Optional fields and completed fields are highlighted in light blue.
  - Click the "Submit" button to submit your application to Grants.gov.
  - Once you have properly completed all required documents and saved the application, the "Submit" button will become active.
  - You will be taken to a confirmation page where you will be asked to verify that this is the funding opportunity and Agency to which you submit an application.

- Please READ Instructions thoroughly.
- Users may enter information over a period of time prior to the grant deadline. Press "SAVE" and return to continue entering information.
- All current, required standard government forms as it relates to this specific grant are included in the online grant application package (i.e., SF 424, SF 424A, CD 511, etc.)
- **NOTE: Hitting the "SUBMIT" button indicates application is final and complete—users may not return to make any changes. Press SUBMIT button ONLY at final submission.**

Additional assistance: [www.Grants.gov](http://www.Grants.gov) Contact Center Phone Number: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Standard Time. Or click on the Customer Support Tab at the top.

## ATTACHING OTHER DOCUMENTS

- From previous page entitled “Grant Application Package” (Reference page 12 of this handout) highlight “Project Narrative” option from Mandatory Documents block then click on the “Open Form” button
- If “Project Narrative” option is not available here, go to Optional Documents block and highlight “Other Attachment Forms” then click on “Open Form” button)

- Press “Add Mandatory Other Attachment” to upload document. This option allows users to upload additional documents related to grant application, i.e. word documents, excel spreadsheets, appendices, signed letters of support, etc (Signed letters may be scanned and saved to be uploaded with application).
- When uploading attachment is done, press “Close Form” button to return to “Grant Application Package” page. Press “Save” to save all work.
- **NOTE: Please follow guidelines in Full Funding Announcement for maximum number of pages to fit grant criteria.**

# UPON COMPLETION

The "Submit" button on the application package cover page will become active after you have [downloaded the application package](#), completed all required forms, attached all required documents, and saved your application package. Click on the "Submit" button once you have done all these things and you are ready to send your completed application to Grants.gov.

All username and passwords are case sensitive. Please ensure that you are typing both your username and password exactly as they were created, and that your "Caps Lock" key is turned off.

If the Submit button is not active, please check to be sure you have completed the actions listed below.

- All mandatory fields in all mandatory forms have been completed and moved to the Mandatory Completed Documents for Submission box.
- The Save button has been clicked AFTER all documents have been moved to the Mandatory Completed Documents for Submission box.
- All mandatory fields in all optional forms that have been moved to the Optional Completed Documents for Submission box have been completed.
- All Internet browser windows must be closed.

If the Submit button is active, but you are unable to submit the form, check to make sure that your computer meets the system requirements for [PureEdge Viewer](#).

For PureEdge Viewer to function properly, your computer must meet the following system requirements:

Windows 98, ME, NT 4.0, 2000, XP  
500 Mhz processor  
128 MB of RAM  
40 MB disk space  
Web browser: Internet Explorer 5.01 or higher, Netscape Communicator 4.5 - 4.8, Netscape 6.1, 6.2, or 7

**Note:**  
If you are using a dial-up modem, it may take several minutes for the application to be uploaded and submitted. Please be patience. This process does take longer using a dial-up modem. A high-speed internet connection or DSL connection will process the application at a much faster rate.

Review the provided application summary to confirm that the application will be submitted to the program you wish to apply for. Click the "Yes" button if this information is correct and you are ready to submit the application. If you are not already connected to the Internet, you will be directed to do so. Log into Grants.gov using the username and password that you used in the Register with Grants.gov [Get Started](#) step.

Once you have logged in, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the upload is complete. Note that a Grants.gov Tracking number will be provided on this screen. Please record this number so that you may refer to it should you need to contact [Customer Support](#).

- Prior to pressing Submit button, please make a final check to ensure all required forms included and user's registration is complete. Remember, once SUBMIT is pressed, users may not have an opportunity to update or revise application.
- Confirmation of application submission will be provided by and emailed to users by Grants.gov.
- **NOTE:** Link to "Track Application Package Status." Users may also send an email to the B-WET Hawai'i Coordinator as an fyi that an application has been submitted. Please refer to the contact person on the last page of the current B-WET Hawai'i Full Funding Announcement.

Additional assistance: [www.Grants.gov](http://www.Grants.gov) Contact Center Phone Number: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Standard Time. Or click on the Customer Support Tab at the top.